

For Town Use
Application rec'd. _____
Fee \$ _____
Received by: _____

TOWN OF BUENA VISTA
APPLICATION FOR TEMPORARY USE/STRUCTURE PERMIT
Code Section – Chapter 16, Zoning, Article IV, Section 16-63

Important – Please Read the Following Information Carefully

It is the applicant's responsibility to obtain, read and understand all of the relevant sections of the Buena Vista Municipal Code applicable to this procedure. Please keep in mind that more than one section of the code may apply to your application. These regulations are available through the Town of Buena Vista Municipal Offices at a nominal cost. If you do not understand portions of the Code concerning your application, please ask questions. Failure to complete the application, submit all of the required materials or answer questions completely and accurately may result in a delay and processing or a rejection of the application as incomplete .All fees must be paid in full at the time of application. Public meetings or public hearings will not be scheduled for an application until it is deemed complete by the Town. Each applicant should take the time necessary to submit a complete and comprehensive application. Town staff is available to direct the applicant to appropriate sources of information.

(Please type/print all information)

DATE: _____

APPLICANT:

 Name Owner ☐ Agent ☐

 Mailing Address

 Mailing Address for Notices If Different From Above

 Telephone Fax

PROPERTY SUBJECT TO APPLICATION:

Street Address/Location: _____

Legal description and total acreage (may attach):

Zoning classification: _____

Present use of subject property: _____

Property owner(s) if different from applicant (inclusive of mineral owners/lessees): Attach additional sheet if necessary).

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
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DESCRIPTION OF PROPOSED TEMPORARY USE/STRUCTURE (check: use ☐ structure ☐ or both ☐):

CONCISE STATEMENT OF FACTS AND REASONS SUPPORTING TEMPORARY USE PERMIT REQUEST (may attach additional pages):

TERMS OR CONDITIONS OF APPROVAL APPLICANT MAY DEEM NECESSARY OR APPLICABLE SHOULD THE TEMPORARY USE/STRUCTURE BE ALLOWED (may attach additional pages):

NOTE: No application will be accepted or processed unless it is complete and all fees are paid. In the event the town must retain outside professional services to process or evaluate an application, the applicant shall bear the costs of same, inclusive of planning, engineering and legal fees, in addition to the base application fee. A deposit to cover the reasonable anticipated costs for outside professional services may be required at the time of application.

I hereby certify that I am the applicant named above and that the information contained herein and on any attachments hereto is in all respects true and accurate to the best of my knowledge and belief. I also understand that a building permit may not be issued for the property subject to this application until the application receives final approval by the Board of Trustees.

Applicant

FOR TOWN USE

Application Checklist

- ☐ Complete application
- ☐ Vicinity map
- ☐ Proof of ownership (deed) for subject property
- ☐ Written authorization from property owner for agent (if applicable)
- ☐ List of persons entitled to notice (name and mailing address)
- ☐ Envelopes (stamped and addressed) for persons entitled to mailed notice
- ☐ Wind and Snow Load Ratings for Structure
- ☐ Fee

Approved: _____

Date: _____